



State Procurement Office

14th Floor Capitol Tower, 600 E Boulevard Ave Dept 012, Bismarck
ND 58505-0310

A Division of the Office of Management & Budget

Contract Information

Term Contract Name:	Continuous Forms
Term Contract Number:	025
Contract Period:	05/01/2006 through 04/30/2007
Contract Administrator:	Dillys Bach
Phone Number:	701-400-4589
Fax Number:	701-328-1615

Contractor Information

Contractor Name:	Pro Forms 2359 Vermont Avenue PO Box 2383 Bismarck, ND 58502
Service Representative:	Cheryl Sailer
Telephone Number:	701-222-1212
Fax Number:	701-222-2420
Email Address:	cheryl@proformsusa.com

Freight Charges and Delivery: Delivery is to be F.O.B.any North Dakota location and must be made within 30 days after receipt of purchase order. Delivery is to be F.O.B. Destination is Bismarck, ND. The freight is to be included in the price of the products. Title will pass to Purchasing Agency upon delivery to the specified destination.

Ordering and Billing Information: Orders will be issued by individual agencies and billings are to be submitted as indicated in the purchase orders. Since all billings, invoices and credits must be processed by individual agencies before payment is made, submission of these items to the State Procurement Office will only delay payment.

Purchasing Cards: The procuring agency may place orders by issuance of a purchase order or may elect to place an order and make payment using a purchasing card. The contractor will accept a purchasing card without passing the processing fees for a purchase card back to the procuring agency.

General Terms and Conditions:

Title: Title to items ordered shall not pass to the state until the items are received and

accepted by the state. The contractor shall be responsible for any loss prior to the actual receipt of the items by the state or its agent.

Investigations: The State reserves the right to conduct inspections and investigations related to the commodity or service bid and the vendor submitting the bid, including but not limited to the firm, its facility, personnel, qualifications, and the commodities or and services offered to make determinations regarding compliance with the bid requirements and responsibility of the vendor.

Material and Workmanship: All material and workmanship shall be subject to inspection and testing by the state either at: (1) the point of manufacturer; or (2) place of storage, or (3) upon receipt.

Specific Terms and Conditions:

Negatives or Artboards or disks: When agencies furnish negatives, artboards or disks to a vendor, the vendor must return them before payment will be made. If changes are made to any of the negatives, artboards or disks, the new, updated negatives, artboards or disks must be returned to the agency before payment will be made. Disks must be returned in the same platform as furnished and must have the ability to be changed by the agency, if desired. All charges for these changes must be included in the bid price. The State of North Dakota shall retain all rights and privileges.

Pricing and Tax Information:

Pricing:

Pricing, Firm-Fixed with Adjustment Provisions. The total bid price is to include all discounts and deductions, and is to be less federal and state taxes, for which exemption certificates will be furnished upon request. Pricing shall be firm for the first twelve (12) months of the contract period, after which time the contractor may submit a request for a price increase to the Purchasing Officer. Requests for a price increase or decrease must include a copy of the manufacturer's official notice or other evidence that the increase or decrease is applicable to all customers. The State reserves the right to accept or reject, within 30 days, or cancel the contract. The price changes will become effective as set forth in a written amendment to the contract. All shipments are to be billed at prices in effect at the time of the order, not the date the shipment is made.

The total bid is to include all discounts and deductions, and it to be less federal and state taxes, for which exemption certificates will be furnished upon request. Pricing shall be firm for the period of the contract.

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Taxes: The State does not pay sales tax or federal excise tax. The state sales tax exemption number is E-2001. The federal tax-free transaction number is 45-70-0010K.

Pricing

Item No	NAME & DESCRIPTION OF FORM	PRICE PER THOUSAND - CAMERA-READY
SECTION I - BANK OF NORTH DAKOTA		
1.	F008 - DDA/SAVINGS STATEMENT.	14.04
2.	F016 - STUDENT LOAN NOTICE.	7.38
3.	F078 - DISBURSAL CHECK	45.60
4.	F089 - SAVINGS CHECK.	170.00
5.	F095 - FEDERAL FUNDS CONFIRMATION.	7.38
6.	F133 - CPA POSITIVE CONFIRMATION.	34.59
7.	F143 - CONFIRMATION REQUEST.	69.18
8.	F162 - LOAN NOTICE.	15.20
9.	F205 - BOND REGISTER CHECK.	85.00
10.	F218 - INTEREST CHECK.	182.78
11.	F229 - BILLING NOTICE.	12.45
12.	F230 - PAST DUE NOTICE.	12.45
13.	F266 - INVESTMENT CONFIRMATION.	41.15
14.	F273 - SECURITIES PROCESSING VOUCHER	50.00
15.	F275 - ADVICE OF CREDIT TRUST DEPARTMENT.	10.00
16.	F277 - PLUS APPLICATION	326.01
17.	F278 - PLUS LOAN SCHOOL CERTIFICATE.	102.13
18.	F281 - STUDENT LOAN NOTICE	75.00
19.	F283 - COUPON PROCESSING.	1.00
20.	SFN 52218 Master Promissory Note	233.83
21.	F007 Endorser addendum to Federal Plus Loan Appl. and Promissory Note	427.67
22.	Deal Application and Promissory Note	232.98
23.	Deal Credit Application	184.00
24.	Custom Bills F-062	36.61
25.	Residential Loan Checks F-036	23.07
SECTION II - DEPARTMENT OF TRANSPORTATION⁴		
26.	SFN 2186 - STATE FLEET SERVICES EQUIPMENT USE	43.94
27.	SFN 51022 - MOTOR VEHICLE LABELS	32.77
28.	SFN 2215 - REMINDER RENEWAL POSTCARD.	Removed from Contract
29.	SFN 2383 - TRUCK OR TRAILER DEMO PERMIT	109.28
30.	SFN 2471 - ORDER INFORMATION	Removed from Contract
31.	SFN 2870 - VEHICLE LICENSE RENEWAL CARD.	8.69
32.	SFN 2940 - DRIVE OUT PERMIT.	39.92
33.	SFN 16696 - STATEMENT OF LICENSE	39.57

	APPLICATION.	
34.	SFN3009 - APPORTIONED CAB CARD.	Removed from Contract
35.	SFN3020 - NORTH DAKOTA BILLING SHEET.	Removed from Contract
36.	SFN3021 - IRP BILLING NOTICES.	Removed from Contract
37.	SFN3060 - TEMPORARY REGISTRATION PERMIT.	122.63
38.	SFN7920 - NDDOT MAILING LABELS.	28.69
39.	SFN7963 - DRIVE ABSTRACT.	16.42
40.	SFN10004 - PAY QUANTITY REPORT.	44.84
41.	SFN12386 - NDDOT MAILING LABELS (NO ADDRESS).	32.77
42.	SFN17039 - IFTA LICENSE.	Removed from Contract
43.	SFN18773 - ODOMETER DISCLOSURE STATEMENT.	133.38
44.	SFN 52291 - REFUND ACCOUNT CHECK BLANKS	65.98
45.	MVD 35	39.57
46.	SFN 2961 - REGISTRATION CARD	Removed from Contract

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